

Project INTRA: SHORT GUIDELINES FOR THE REPORT STRUCTURE FOR INTRAORGANISATIONAL LEARNING PROCESS



Maribor Development Agency
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I. INTRAORGANISATIONAL MEETINGS

Within INTRA project, each participating partner is responsible for the preparation and implementation of the Intra-organisational learning process.

As partners are not directly managing the policy instruments for internationalisation, the aim of the intra-organisational meetings is to:

- 1) Find synergies with other processes (programs and projects) that are part of the organisational work-load and are linked to the internationalisation or SMEs;
- 2) Get inspired and aware of possibilities for policy change in other domains then coped within INTRA project;
- 3) Contribute to the wider acceptance of the Interreg Europe programme within organisation.

Each PP has to organise one intra-organisational meeting per Semester.

1. ELABORATION OF THE REPORT

The aim of this report is to describe and reflect the exchange of experiences and to gain the insight into the intraorganisational learning process. The corresponding project partner should elaborate the report after each intraorganisational event and send it to MRA (Lead Partner) and FUNDECYT-PCTEX (Exchange of Experiences Manager Partner). The news should be prepared for the INTRA website accordingly and sent to MRA as well as to CAPITANK (Communication Manager Partner).

During the joint meetings of PCT/SG the report should be presented and discussed by each project partner.

2. QUESTIONS FOR THE PREPARATION OF THE REPORT

By the elaboration of the report, the following questions shall assist you to prepare a coherent report.

1. Introduction (max. 1 page)

- Date and place, where the intraorganisational meeting was organised.
- Short description of the aim of the meeting with enclosed agenda.

2. Brief info on the event: (max. 3 pages)

- What was the main topic of the intraorganisational meeting?
- What did you present and which questions did occur? Did you use a specific form of group discussion to disseminate the results and encourage inter-personal learning and discussion?
- What aspects/topics were most discussed/most popular? Shortly describe these and link it to the outputs if any (e.g. good practices).
- What aspects were least discussed/least popular? Shortly discuss these.

3. Recommendations and next steps: (max. 1 page)

- Any suggestions/conclusions/recommendations of the PPs staff to be further developed within INTRA?
- Suggestions for the next meeting (content as well as organisation of the meeting).

3. Annexes

- Attendance sheet
- Photos
- News for the INTRA website
- etc.